



The California Managed Risk Medical Insurance Board

1000 G Street, Suite 450

Sacramento, CA 95814

(916) 327-7977 FAX: (916) 327-6245

www.mrmib.ca.gov

Board Members

Clifford Allenby, Chair
Areta Crowell, Ph.D.
Richard Figueroa
Virginia Gottlieb, M.P.H.
Sophia Chang, M.D.

Ex Officio Members

Jack Campana
Kimberly Belshé
Sunne Wright McPeak

JOB OPPORTUNITY BULLETIN

Join an exciting, fast-paced, and highly visible office! Close to Bus Routes, Light Rail, & Parking Garages.

Staff Services Manager I (Supervisory)

Monthly Salary: \$4,746-\$5,726

1 Permanent/Full-Time Position

Location: Downtown Sacramento

Position Number: 443-300-4800-003, Job ID Number: 06-022

Final Filing Date: September 29, 2006

GENERAL STATEMENT OF DUTIES: The Contract Operations and Marketing Unit Manager oversees staff that provide assistance to applicants for the Healthy Families Program (HFP), Access for Infants and Mothers (AIM), and Major Risk Medical Insurance Programs (MRMIP). The Unit Manager also manages the annual HFP Open Enrollment process, annual handbook development for all three programs, supervises the review and approval of HFP plan marketing submissions, acts as a liaison to plan partners on a variety of complex issues, monitors and reports on enrollment trends and administrative vendor performance, and approves the adjudication of appeals for the three programs MRMIB administers.

Become part of a great management team as the Contract Operations and Marketing Unit Manager in the Eligibility, Enrollment, and Marketing Division. If you enjoy working with families and seeing the results of your hard work influence policy and program operations then MRMIB is the place for you! We are looking for a dedicated individual who can work successfully in a team environment with all levels of management and staff.

DESIRABLE QUALIFICATIONS:

- Demonstrated success through the maximization of their teams' skill set with the ability to inspire, motivate, and coach diverse work teams.
- Demonstrated decision-making ability based on objective data, research and analysis.
- Demonstrated ability to establish and maintain effective working relationships with management, staff, and Board members, and to communicate effectively orally and in writing.
- Proven leadership capabilities.
- Demonstrated commitment to performing duties in a service-oriented manner.
- Ability to multi-task and meet deadlines.
- Bilingual preferred.
- Maintains good work habits and adheres to all policies and procedures.
- Flexible work schedules, including occasional overtime during the week and on Saturday.

WHO MAY APPLY: Individuals at the Staff Services Manager I level or who have list or reinstatement eligibility to this classification may apply. Only the most qualified candidates will be interviewed. Hire may be restricted to SROA or surplus state employees.

Interested parties should submit a Std. 678, State Application (available at www.spb.ca.gov), with Job ID Number **06-022** and Position Number **443-300-4800-003** written in Section 12 of the application, to:

**Managed Risk Medical Insurance Board
1000 G Street, Suite 450
Sacramento, CA 95814
Attn: Tennille J. Haberman- Personnel**

FINAL FILING DATE: September 29, 2006

If you have questions regarding the duties, contact Theresa A. Skewes at (916) 327-6210 or via email at TSkewes@mrmb.ca.gov for a duty statement.

Equal Employment Opportunity Employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.